

25,01-61

SECRET

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

Office of Operations —

AD/C



Office abolished
7-1-65
See memo
dated 30 Jan 65
RD

SECRET

Assistant Director, Office of Operations
Attention:

12 October 1961

Chief, Records Administration Staff/DDS

Records Disposition Schedule

1. Attached is a revised Records Control Schedule covering the records maintained for your Office. The schedule contains instructions for the maintenance, retention and disposition of records and reflects changes required since the previous schedule was prepared.

2. In reviewing your schedule, I note that some items contain permanent records dating back to 1946. This material now amounts to about 22 cubic feet or the equivalent of 11 file drawers. Normally the activity and reference to such material is negligible after two or three years. Therefore, it may be possible to retire the major portion of these files to the Records Center where more economical storage is provided and reference service can be furnished as needed.

3. A copy of this schedule will be forwarded to the Records Center and the original will be incorporated in our official files. If this Staff can be of further assistance, please call me.

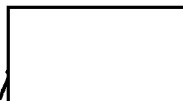


Attachment

Distribution:

- Orig - addressee (w/copy of Schedule)
- 1 - Records Center (w. copy of Schedule)
- 1 - RMS (w/Orig. schedule)

C/RAO/DDS/RD&SB/



(11 Oct '61)

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule 25.01-61 for the Assistant Director/Office of Operations is approved and authority hereby given to implement the disposition instructions contained therein.

Preparation and Review:

[Redacted Signature]

Records Management Analyst

(Date)

Approved:

[Redacted Signature]

Chief, Records Administration Staff

17 Oct 1961
(Date)

*24.1 for [unclear]
15.1 [unclear]
39.1 [unclear]*

*See [unclear] 7-1-66
[unclear] [unclear] [unclear]
[unclear] [unclear] [unclear]
[unclear] [unclear] [unclear]*

SECRET
(When Filled In)

SPEED LETTER		REPLY REQUESTED		DATE 10 March 1969	
		YES	<input checked="" type="checkbox"/>	NO	LETTER NO.
TO : Records Management ATTN: Branch			FROM: Chief, Archives & Records Center		
<div style="border: 1px solid black; width: 150px; height: 25px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 150px; height: 25px; margin-bottom: 10px;"></div> <p> is just trying to set the record straight. The Daily Diaries were destroyed, or so I was told by on 3-21-66. Unless we wanted to make a "Federal Case" of it, which I don't recommend, there is nothing that can be done now. Maybe a policy paper from the Records Management Board to the effect that the disposition instructions in the RCS are binding until revised might do some good. </p> <div style="border: 1px solid black; width: 400px; height: 60px; margin-top: 20px;"></div>					
REPLY				DATE	
<p style="font-size: 1.2em; font-family: cursive;">file with OO RCS</p>					
_____ SIGNATURE					
ORIGINATOR'S SUSPENSE					

FORM 5-61 1831

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CONFIDENTIAL

Res. Ch.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400030002-5

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Records Administration Branch

DATE: 5 March 1969

ATT : [REDACTED]

FROM : Records Management Officer, DCS

SUBJECT: Office of Operations - Record Control Schedule 25.01-61

REF : [REDACTED] telecon, same subject

1. The Office of Operations was dissolved as of 1 July 1965 but there has been continued activity on the records retired under subject schedule; particularly by those writing history.

2. It has come to my attention that although Item #3, (Daily Diaries) calls for permanent retention "disposal not authorized by this schedule", this file has been destroyed and no longer exists. The disposal was ordered by [REDACTED] at the time he was Assistant Director, Office of Operation.

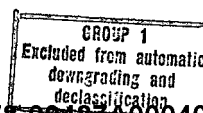
3. In the interest of accuracy and future reference this Item should be amended to read "File Destroyed by order of [REDACTED]"

25X

25X



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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

RECORDS CONTROL SCHEDULE 2505/11/21 : CIA-RDP78-00487A000400030002-5

SECRET

OFFICE, DIVISION, BRANCH

Office of Operations, Assistant Director of Operations

SCHEDULE NO.

2501-61

CONCURRENCE

SIGNATURE

George G. Carey

TITLE

DATE

Asst. Dir. for Operations 30 Aug 61

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	SUBJECT FILE Consists of correspondence, reports, surveys charts and other papers which document the policies, procedures, decisions, functions, planning, agreements and other activities of the Office which is responsible for the direct collection of intelligence information from selected overt sources. (This includes Top Secret). Filed alphabetically by subject title. 1946 to date	17	Permanent. Disposal not authorized. Cut off selected files at the end of each year; retain in current files area 1 year; then transfer to CIA Records Center.
2	TOP SECRET FILES Separate file discontinued.		
3	DAILY DIARIES Consists of chronology of daily activities of the Assistant Director of Operations and the Deputy Assistant Director of the office. Filed chronologically. (1946 to date).	3	Permanent. Disposal not authorized by this schedule. Retain in current files area indefinitely.
4	LIBRARY REFERENCE MATERIAL These are bound books, technical manuals, dictionaries and other publications. Used for reference purposes.	5.0	Temporary. Retain indefinitely. Return to CIA Library when no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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5	BUDGET OFFICER'S FILES Consists of copies of budget estimates and authorizations, monthly financial reporting statements and monthly allotment ledger sheets. Used in forecasting and planning the activities of the entire office and in disbursing funds for its operations. 1946 - 1954	2	Permanent. Disposal not authorized. Cut off at the end of each fiscal year; retain in current files area 2 years; then retire to CIA Records Center.
6	REFERENCE PUBLICATION FILE a. These are copies of publications produced by the various offices of the Agency or by the Divisions of this Office. Referred for informational purposes. Current file. b. Copies of FBID's daily report of monitored foreign broadcasts.	5 2	Temporary. Retain in current files are 3 months; then send to Records Center for extra copies file or destruction. Temporary. Destroy previous copy upon receipt of latest issue. (Except those which are to be retained for lectures and discussion purposes)
7	COLLECTION DIRECTIVES Discontinued.		
8	CONVENIENCE READING FILE Extra carbon copies of all communications signed by the AD/O or the DAD/O. Used for ready reference. Filed chronologically. 1953 to date	1	Permanent. Disposal not authorized. Cut off file at end of each calendar year; retain in current files area 1 year; then transfer to CIA Records Center.
9	PERSONNEL LOCATOR CARD FILE A 3x5 card file on all employees in the entire office. Contains the name of the employee, position title, grade, EOD date and date of separation. Filed alphabetically by surname. 1946 to date	1	Temporary. Place in inactive file when employee resigns; retain in current files area 6 months and then destroy.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10	MAIL LOGS	1	Temporary. Destroy 10 years after all documents on logs are downgraded, destroyed or transferred outside of control unit. by this rea
	<p>a. Top Secret logs maintained by Area Control Officer on in and out movement of top secret material in the entire Office. 1947 to date</p> <p>b. Form 240 used for recording classified material (other than top secret) in and out of the Office of the Chief; also provides courier receipt on originating office copy. Filed chronologically, in 3x5 boxes. 1960 to date</p>	2	Temporary. Destroy after 1 year. Cut off at the end of each year; retain in current files area 1 year and destroy.
11	DOCUMENT RECEIPTS	.	Temporary. Destroy after 2 years. Cut off at end of each year; retain in current files area 1 year; then transfer to CIA Records Center.
12	COURIER'S CLASSIFIED MAIL RECEIPTS		
	Discontinued.		

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